

College & Career Ready Assessment (CCRA)

Frequently Asked Questions

Spring 2015 will be the first year Alaska will implement the new high school graduation requirements as defined by HB 278 and the Governor's Educational Opportunity Act. It requires all grade 11 students to take a College- or Career-Readiness Assessment to earn a high school diploma in Alaska.

All districts must offer WorkKeys and either ACT In-School testing or SAT School Day testing. Districts may offer both college-readiness assessments. The SAT or ACT National Saturday test may also be offered by schools; vendors have designated which National Test dates are eligible for EED payment.

CCRA General Questions

If a school offers all three College & Career Readiness Assessments (WorkKeys, SAT and ACT), can a student take all three at EED's expense?

No. EED will only reimburse districts for one of the College & Career Readiness Assessments (CCRAs) per student and only for students who take the test on state-paid testing dates. The test dates for the 2014-2015 school year are as follows:

- WorkKeys Internet Testing: November 10, 2014 – February 13, 2015
- WorkKeys Paper/Pencil Testing: March 4 or April 1, 2015
- ACT In-School Day: March 3 or March 31, 2015
- ACT National Test Day: Saturday, February 7, 2015
- SAT School Day: February 25 or April 29, 2015
- SAT National Test Day: Saturday, January 24, 2015

Can school districts require students to take the WorkKeys in addition to ACT/SAT?

Yes, however, EED does not require WorkKeys in addition to a college readiness assessment. EED is working on a process for invoicing districts that would like to provide WorkKeys to students in addition to ACT/SAT. The state would invoice the school district for the WorkKeys assessment.

How do I prepare my school to administer both the ACT In-School and SAT School Day testing?

All high schools must apply for a *High School Code* from the Educational Testing Center (ETS). This includes all high school correspondence schools and youth facilities. These codes will link students with the school, so student score reports are sent to their home schools. Once approved by ETS, all schools will receive a Level 1 or Level 2 code. A Level 1 designation allows schools to provide only in-school day testing. A Level 2 code allows schools to administer tests on school days or national administration days (a Level 2 Code shows the school has been established as a National Test Center).

How do I prepare my school to become a National Test Center to administer the Saturday testing?

ACT National Day Testing

If your school is planning to administer the ACT on Saturday, February 7, 2015, and your school has not previously been approved as an ACT National Test Center, you **must** submit a Request for Test Center

Establishment Form to ACT for approval by October 15, 2014. The following link will take you to the national ACT Test Center application: <http://www.act.org/aap/k12/testcenter.html>

This process is not necessary if you are only administering the ACT In-School Day assessments March 3 and March 31.

SAT National Day Testing

If your school is planning to administer the SAT on Saturday, January 24, 2015, and your school has not previously been approved as an SAT National Test Center, you **must** follow this link to complete the College Board Test Center Application:

<http://professionals.collegeboard.com/testing/sat-reasoning/coordinate/center>

This process is not necessary if you are only administering the SAT School Day assessments on February 25 or April 29.

Can students opt to take the ACT or SAT at a National Test Center (on a Saturday) and use that to replace the in-school testing that will be paid by EED?

Yes. There is one designated National Testing Day for each assessment paid by EED. Students must register using a voucher (ACT) or paper registration (SAT).

Will school districts be able to access the information as to which districts are offering all College and Career Ready Assessments?

Yes. When EED has the list of what each school is offering, we will provide access to this information to all District Test Coordinators to facilitate cooperative agreements for in-school testing. We will also provide information about which National Test Center sites are giving the assessment on the designated National Testing days that EED will pay for.

Are ACT and SAT National Test Centers obligated to test anyone who registers and shows up to take either the SAT or ACT on a national test day?

Yes. Students are able to choose the test location of a National Test Center when they register. Upon completion of the registration process, a student will be guaranteed a seat at that site. EED is also advising the National Test Centers that they may have more students on the SAT National Test day, Saturday, January 24, and the ACT Saturday, February 7, National Test day, than they previously have had in the past.

Is the SAT or ACT offered electronically?

No. The SAT and ACT are paper/pencil assessments. The WorkKeys Internet version (WKIV) is an online assessment. There is also a paper/pencil format for WorkKeys.

Are any additional resources available for in-school testing to help offset expenses related to bringing in substitutes to help test, monitor, or oversee testing?

No. The school district will be responsible for covering all costs associated with the in-school CCRA except for the actual test cost. EED will cover the full cost of one assessment per student of either the SAT School day, ACT In-School or WorkKeys.

Will schools be obligated to prepare seating arrangements for in-school testing?

Yes. All three college and career readiness assessments have test administration requirements regarding seating arrangements. Charts can be found in the separate test administration manuals.

Can a student who is not a junior take the ACT In-School or SAT School Day test? Even if the student pays?

No. EED will only pay for juniors to test on those days or seniors who were not able to test as juniors. EED does not currently have a mechanism for school districts or students to pay for their own in-school testing.

If a junior does not take a CCRA, can the student take one of the assessments during their senior year to meet graduation requirements?

Yes. A student who missed the opportunity in grade 11 has the opportunity to take one of the EED-paid assessments during the senior year. Students also can take one of the assessments outside of the set dates at their own expense. This must be done in grade 11 or 12.

If a student takes the SAT or ACT independently of the school district's set CCRA established test dates, can this assessment count towards the graduation requirement?

Yes. When students register to take the ACT or SAT independently of a school district's set CCRA established test dates, they need to have their scores sent to their school district. The school district must have evidence of these scores and it is the responsibility of the student to make sure the test scores are sent to the school district.

What is a "valid score"?

For SAT: In 2014-15, if students answer 11 or more questions, the student will receive three scores. If ten or fewer questions are answered, the student will receive no score. Regardless of what section(s) the student answers 11 questions in (whether all in one section or spread out), the student would receive three scores. The lowest score is 200.

For ACT: At least 1 question must be answered; the minimum score is 1.

For WorkKeys: If a student does not receive a minimum score of 3 on any of the three assessments (Locating Information, Reading for Information and Applied Math) the score is recorded as a zero. A zero is considered a valid score. If there is no recorded score, the student did not meet the "valid" score requirement.

How do school districts know whether students who are 12th graders but do not have enough credits to graduate in 2015 have met the CCRA requirements to graduate?

Students who took at least one of the three WorkKeys assessments in the 2013-14 school year meet the current CCRA requirement by meeting the previous participation requirement (which was taking at least one of the three WorkKeys assessments). If a student did not complete a WorkKeys assessment in the 2013-2014 school year, they must now take a CCRA to graduate. The new CCRA regulations are now in effect for all 2014-2015 juniors.

How do school districts account for students who change schools mid-year or alternative schools with high transiency rates?

Grade 11 students who change schools during mid- year are still required to take a CCRA to receive a diploma. If a student misses the opportunity due to transiency then they can take a CCRA in grade 12. If

a student registers in one school and is at a different school on test day, school districts can use overage test supplies to test this student.

What is the process for a school district to receive a waiver for students who are unable to meet the CCRA requirement for graduation?

The waiver process for students unable to meet the CCRA graduation requirement is currently out for public comment. The regulations detail specific requirements that must be met in order to apply for a waiver, such as specific medical conditions, rare or unusual circumstances, entering the public school system late, etc. If a student meets the specific requirements listed in regulation, the school district submits to the governing body, on a form prescribed by the Department of Education & Early Development, a complete waiver request. To review the draft regulations regarding the CCRA waiver process, visit <http://education.alaska.gov/regs/> after September 29, 2014.

What is the CCRA requirement for students with significant cognitive disabilities?

The IEP team for a student with a significant cognitive disability will determine whether the student will take the CCRA assessment based on the transition plan in the student's IEP.

If a student with special needs does not take these tests for any reason, will the student be eligible to receive an Alaska high school diploma?

No, the student is not eligible to receive a high school diploma. However, the student is eligible to receive a Certificate of Achievement (COA) if they have met all other school district requirements for high school graduation.

SAT Frequently Asked Questions (administered by the College Board)

How do students register for SAT School Day administration?

The registration process for the SAT School Day testing requires the following steps:

- Student enrollment numbers and test center information is collected by the School District Test Coordinators and entered into the College Board Test Center Intake Form (due Sept. 30). Approximately 40 days after enrollment numbers and test center information is received, the College Board will provide EED with Online Course access codes to deliver to the District Test Coordinators. These codes allow students to access SAT Test Preparation materials.
- By December 1, the College Board will provide registration materials, including vouchers for students and instructions for both the students and the Registration Coordinator. Each voucher contains an online registration code that students must use to register for the assessment. Students must have an e-mail account to complete their registration.
- The registration process may take up to an hour to complete.

Registration instructions will be mailed to all Test Center Supervisors in early December.

If a student is registered for the SAT School Day and is absent on the February 25 test day, what is the process for the student to take the test on another day?

Schools are able to transfer the registration of absent students to the scheduled makeup day of April 29. EED pays for the number of students registered for both the SAT School Day testing day and the SAT School Day make-up day. If the student registers for the test and does not take the test on either test day, EED will not pay for an additional assessment.

What if a student loses an SAT voucher for School Day testing?

The student can receive another voucher from their School Test Supervisor. The voucher codes are not tied to a school or student.

Do students need to bring a photo ID on test day for SAT School Day?

No, a photo ID is not required for SAT School Day testing as long as a faculty member personally recognizes the student.

If a school receives extra test materials, are there restrictions for their use?

Each school will receive extra test materials (approx. 10% overage). The extra test materials may be used to test “standby students” or replace defective test materials. “Standby students” must complete a paper registration form (found in the test material box) on test day.

Are the National Test Day (Saturday) procedures the same as in-school testing procedures?

Yes. SAT Test Center Supervisors are required to go through the same training each year they administer the tests including those administering the National Saturday test. The training is online and takes approximately one hour. The Test Center Supervisor is sent a link to complete this training. The College Board, which administers the SAT, monitors and informs districts about the completion of the training. The deadline for Test Center Supervisor training is February 11, 2015.

If the student roster report contains the student's name and registration number, is it a matter of bubbling that number onto the answer sheet?

The registration numbers are online on the Test Center Supervisor's Roster. Registration numbers are bubbled on the answer sheet. The registration number is on the student's registration ticket and must be entered onto the student's answer sheet. Test books are distributed once the doors are closed.

What are the SAT test administration times and are students allowed any breaks or lunch during the test administration?

Students have 3 hours and 45 minutes to take the SAT, not including breaks and check-in time. On a typical test day, students arrive by 7:45 a.m., and the test should be finished between 12:30 and 1 p.m. Students are given short breaks and instructed about where they can eat a snack.

What about lunch during SAT School Day & ACT In-School?

For standard time testing students are not allowed a lunch break; however, short breaks are allotted throughout the test administration. No one, including staff, may eat or drink near the tests. During the extended break, students may consume snacks or drinks in the designated eating area. This may be in the testing room, if school policy allows. Students with a medical condition which requires more frequent snacks need to apply for that accommodation.

When will SAT results be sent and received by districts and students?

The College Board will deliver standard student-and school-level reports four weeks after the respective test administration to respective schools and students. Most students elect to receive their scores online, as this is quicker and more efficient. The schools may elect to have scores delivered online as well. Each school has an access code, which allows two individuals to see these scores online. This code is sent to the school's designee. Score reports are also sent to the school principal.

How do students register for the SAT National Test Day?

On September 15, District Test Coordinators received the College Board Test Center Intake Form which asks for an 'N' (number count) of students who plan on taking the January 24 National Test Day assessment. In October, EED will be mailing schools paper registration forms with registration instructions. December 29 is the deadline for registration for the January 24 National Test day. The College Board will send students' admission tickets to their chosen address. Students must bring their administration ticket with a photo ID to the testing center on January 24.

Note: The SAT admission ticket can only be used for the January 24 National Test day. This is students' one paid administration regardless of whether students take the test or are absent.

What if a student loses an SAT Admission ticket?

If a student loses his or her ticket, they can go to their MySAT account on the College Board website and print a new SAT School Day Admission Ticket. Registration coordinators at each school will be able to see online their students' registrations.

Are accommodations allowed for the SAT?

Yes. Accommodations for students with disabilities will be granted and administered according to the College Board's standard eligibility and administration procedures. Students must apply for accommodations under the College Board's Services for Students with Disabilities (SSD) program and must follow the SSD programs published procedures which can be found at <https://www.collegeboard.org/students-with-disabilities/eligibility>.

Only College Board –approved accommodations are permitted. Any provided accommodations not previously and explicitly approved by the College Board's SSD program will result in scores that are not valid, and that cannot be reported to colleges, scholarship programs and other designated score recipients.

Please note: It can take up to 7 weeks for accommodations to be approved by the College Board.

ACT Frequently Asked Questions

How do students register for ACT In-School Day assessment?

The registration process for the ACT In-School Day assessment requires the following steps:

- On September 22, District Test Coordinators will receive a Pre-ID file spreadsheet to register students for the ACT In-School assessment. The completed form must be returned to EED by November 3.
- In early January, all schools will receive an email from ACT to confirm their student count for ACT In-School assessments.
- The week of February 2, schools will receive non-secure materials. These include a student pre-test, which must be completed prior to March 2. This pre-test may take up to an hour to complete.
- The week of February 16, schools will receive secure materials, including pre-code labels with student names to be affixed to the test booklets.

Do students need to bring a photo ID on test day for ACT In-School?

No, a photo ID is not required for ACT In-School testing as long as a faculty member personally recognizes the student. The student can present the ACT Examinee Identification Letter with photo if they do not have a current official photo ID.

If a school receives extra test materials, are there restrictions for their use?

Each school will receive extra test materials (approx. 10% overage). The extra test materials may be used to test “standby students” or replace defective test materials.

What are the test administration times and are students allowed any breaks or lunch during the test administration?

Students will have 3 hours and 30 minutes to take the ACT (plus 30 minutes if students are taking the ACT Plus Writing) including a short break. On a typical test day, the test begins by 8:00 a.m. and ends at about 12:15 p.m.; students taking the ACT Plus Writing are normally dismissed at about 1:00. Staff and examinees may bring snacks and beverages into the test room but may consume them only outside the test room during break.

Are National Test Day (Saturday) testing rules and regulations the same as In-School testing procedures?

Yes. ACT asks Test Center Supervisors to review training materials each year and that they have all staff involved with ACT testing or WorkKeys review the training materials as well. ACT will be providing all training manuals to Test Center Coordinators the first week in October. ACT will email each District Test Coordinator with information on test center establishment (role of Testing Coordinator, school establishment, and the deadline to submit Establishment). Links to the website training manuals will also be provided.

What is the process for students to register for the February 7 ACT National Test Day?

The registration process for the February 7 ACT National Test Day is as follows;

- By November 3, school districts will provide EED with number of students who plan to take the ACT National Test.
- In early December, EED will mail out vouchers to schools for students to use to register.
- Students may register on the Web or by mail.
- ACT will send admission ticket to students' home address. Students must bring their admission tickets and photo ID to the testing center on February 7.
- Vouchers are valid for only the February 7, 2015 test date.

Does an ACT voucher document have detailed registration instructions (webpage address, etc.) on it for students to follow?

Yes. The ACT Voucher for National Test Day will be similar to a gift certificate. The student will register online, or with a paper packet, and enter the code for the payment option.

Note: The ACT Voucher for National Test Day can only be used for Feb. 7. If students register with the ACT Voucher it is their one paid administration regardless of whether they take the test or are absent.

Are accommodations allowed for the ACT?

Yes, ACT –approved accommodations result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities in addition to being used for state and district testing purposes. Only examinees with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-approved accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Requests will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they meet ACT's established legibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.

The school's appointed Test Coordinator coordinates submitting individual requests for test accommodations to ACT.

For more information and how to apply for accommodations for students choosing to take the ACT visit: <http://www.actstudent.org/regist/disab/>.

Please note: It can take up to 7 weeks for accommodations to be approved by the ACT.

What are the state-allowed accommodations for the ACT?

State-allowed accommodations result in ACT scores used only for state testing purposes. English language learners who do not have a disability but receive accommodations in school should request state-allowed accommodations. The results earned are not college reportable. The school's appointed Test Coordinator can submit one group request for state-allowed accommodation materials to ACT.

WorkKeys Frequently Asked Questions

Does the Class of 2015 need to have taken all three assessments to qualify for a diploma?

No, students who completed one, two or three assessments of the WorkKeys during their junior year have satisfied the graduation requirement. If students would like to take the WorkKeys assessment that they have missed in order to try to receive a National Career Readiness Certificate, EED will invoice the district for each WorkKeys assessment the student takes.

Do grade 11 and future students need to take all three subtests to qualify for a diploma?

Yes. The regulations clearly state that students must take all three WorkKeys assessments (Locating Information, Reading for Information and Applied Math).

Where do I find out more information regarding WorkKeys test administration?

To learn more about the WorkKeys test administration and FAQ's visit:

<http://education.alaska.gov/TLS/Assessment/workkeys.html>

For WorkKeys Training Manuals and Checklist of Dates visit: <http://www.act.org/aap/alaska/act.html>.

Correspondence Schools Frequently Asked Questions

If a correspondence school student wants to take the ACT and the local brick and mortar school is only offering its students the SAT, what is EED's guidance?

There are both in-school options and National Test day options. With guidance from the District Test Coordinator of the school district, the student could go to another location for the test of their choice. Correspondence schools will need to have an agreement with the local brick and mortar school if the student will be taking an in-school test.

Note: Students can register for non-school district sites, such as UAF or UAA, for college assessments on National Testing days (Saturday National Test sites are available at <http://sat.collegeboard.org/register/test-center-code-search> and <http://www.actstudent.org/regist/centers/>).

Will school districts be able to access the information as to which districts are offering all College and Career Ready Assessments?

Yes. When EED has the list of what each school is offering, EED will provide access to all District Test Coordinators to facilitate agreements for in-school testing. EED will also provide the locations of the National Test day sites (SAT January 24 and ACT February 7).